

## **Administrative Office of Courts - Data Entry Operator**

### **Characteristics of Work**

This position involves the collection of data from the trial courts and the entry of that data into a database maintained by the Administrative Office of Courts. The incumbent is functionally responsible for the collection and entry of civil and criminal filing and disposition statistics, judges' caseloads, and criminal sentencing forms. The incumbent reports to the AOC-Research Statistician.

### **Examples of Work**

Examples of work performed in this classification include, but are not limited to, the following:

- Communicating with circuit, chancery, justice, and municipal clerks regarding civil filings and dispositions and criminal dispositions and sentencing records.
- Maintaining records of data received from the trial court clerks and data entered.
- Performing database searches in response to data requests.
- Entering data into the AOC's database.
- Compiling reports and dissemination of the reports to the trial court clerks and judges.
- Conferring with information systems personnel regarding computerized reports and analysis of data.
- Validation of civil and criminal reports by supplying clerks of court with reports which should accurately reflect the number of cases filed and/or disposed in their courts.

### **Experience/Educational Requirements:**

A Bachelor's degree from an accredited four-year college or university, with a minimum of eighteen (18) hours in research/experimental methodology, statistics and/or mathematics.

**OR**

A high school diploma or General Education Degree with four (4) years' experience in the assimilation of court-related statistical data.

**AND**

Proficient in the use of WordPerfect or Microsoft Word, Microsoft Excel and Corel Presentations or similar chart-creation software.

**Salary Range:**

\$28,000 to \$32,500 depending on skill and experience.

**Send Resume by October 31, 2014, to:**

E-mail

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ATTN: Kevin Lackey

The Administrative Office of Courts is an equal opportunity employer. The goal of the AOC is to administer its employment policies in order that all qualified persons are afforded an equal opportunity for employment and/or promotion without discrimination due to race, religion, or national origin.